

For the Missouri State Highway Patrol Troop Headquarters  
nearest you, consult your local directory.

**Meth Hotline**

1-888-823-METH (6384)

**Emergency Assistance**

1-800-525-5555  
or cellular \*55

**Road Conditions**

1-800-222-6400  
or (573) 526-8828



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1510 East Elm Street  
Jefferson City, MO 65101  
V/TDD 573-526-3313  
[www.mshp.dps.missouri.gov](http://www.mshp.dps.missouri.gov)  
[mshppied@mshp.state.mo.gov](mailto:mshppied@mshp.state.mo.gov)

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SHP-181 B 4/2007

# BOMB

threats and searching techniques

## PLAN IN ADVANCE

Consider all the alternatives — the kinds of threats you might receive, the ways you might receive them, the ways you might handle them, the conditions in which you might receive them, the limits of your facility — and leave yourself enough flexibility to effectively cope with whatever problems might occur.

## WHAT NOT TO DO

- |                                                           |                                                                                                        |
|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| <b>DON'T</b> ignore bomb threats.                         | <b>DON'T</b> move switches.                                                                            |
| <b>DON'T</b> touch suspected explosives.                  | <b>DON'T</b> release hooks.                                                                            |
| <b>DON'T</b> touch suspected bombs.                       | <b>DON'T</b> smoke near suspected bombs.                                                               |
| <b>DON'T</b> move suspected bombs.                        | <b>DON'T</b> carry bomb outside.                                                                       |
| <b>DON'T</b> move things if you don't know what they are. | <b>DON'T</b> carry bombs period.                                                                       |
| <b>DON'T</b> open things if you don't know what they are. | <b>DON'T</b> place near heat.                                                                          |
| <b>DON'T</b> place in water.                              | <b>DON'T</b> place near vital equipment.                                                               |
| <b>DON'T</b> shake.                                       | <b>DON'T</b> investigate too closely.                                                                  |
| <b>DON'T</b> turn.                                        | <b>DON'T</b> use insulating materials (bomb blankets or sand-bags) unless you know how the bomb works. |
| <b>DON'T</b> cut wires.                                   | <b>DON'T</b> move the bomb away from the people—move the people away from the bomb.                    |
| <b>DON'T</b> pull wires.                                  | <b>DON'T</b> get near bombs.                                                                           |
| <b>DON'T</b> cut string.                                  |                                                                                                        |
| <b>DON'T</b> pull fuses.                                  |                                                                                                        |
| <b>DON'T</b> stamp out fuses.                             |                                                                                                        |
| <b>DON'T</b> undo glued packages.                         |                                                                                                        |
| <b>DON'T</b> pass metallic tools near suspected bombs.    |                                                                                                        |

REMEMBER TO USE YOUR BOMB SCARE QUESTIONNAIRE CARD IF YOU RECEIVE A BOMB THREAT CALL!

## HOW MUCH TIME DO YOU HAVE?

In all cases, whenever the information is available, the number one consideration in search evaluation is:

## HOW LONG DO I HAVE TO MAKE MY DECISION?

If the caller says, "I'm going to bomb your building"; you can generally feel safe in following your regular search plan. It's a general kind of threat.

But, if he says, "There's a bomb in your accounting department and it's set to go off in 15 minutes" — that is a more urgent and more specific threat.

You should decide ahead how you are going to handle a "time threat" of this type.

- Will you order complete evacuation immediately?
- Will you evacuate only the accounting department immediately?
- Will you make a complete search before you evacuate?
- Will you carry out a combination of the above?

## WHAT ARE YOUR CIRCUMSTANCES?

**1** Do you have a multi-level facility, as apposed to a one-floor operation? If so, should you have a bomb scare duty officer for each floor? Who will they contact? What procedures will you follow for their notification? What procedures will you follow if you do decide to evacuate? Will you evacuate the top floors first? Will you have your employees use the stairwells instead of the elevators? (It's best not to use elevators

in a bomb situation. First, because in a genuine crisis, occupants could become trapped between floors; and second, because elevators should be left at the disposal of searchers and/or police and fire personnel.) Are the stairwells safe? Have they been searched prior to evacuation? Is the building too tall for safe evacuation via the stairwells? Would it take too long? Could people be injured or suffer heart attacks? Which floors should be evacuated first? Will your people be able to conduct an orderly evacuation, waiting their turn, without panicking? (This only comes through practice.)

**2** What if your facility doesn't have a public address system? How will you notify your employees to conduct a bomb search? Will you use the telephone system? How? Will you use runners? How will you know that every person has been notified? How long will this notification take? Too long for a safe bomb search? How will you notify employees to evacuate? How will you know that everyone is safely out of the building or the endangered area?

**3** What if the bomb scare is received during the lunch hour when many employees are gone from the building? How will you handle the search under those conditions?

**4** How will you protect vital areas from theft during the search? What if large amounts of money are involved? What about small items of valuable merchandise that can be easily pocketed? How will you secure these areas from theft while, at the same time, conducting an effective search?

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## Emergency Telephone Numbers

**Police**

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**Sheriff**

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**Fire**

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**Ambulance**

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**Telephone Security Department**

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**Missouri State Highway Patrol**

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**1 (800) 525-5555 or your local troop headquarters**

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**FBI**

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# FORWARD

Bombing and the threat of bombing have created a need for practical knowledge to cope with the increasingly violent activities of people who represent segments of unrest in our society. Repeated criminal acts which use or threaten to use explosives against educational institutions, industry, law enforcement, and the general public place a most urgent responsibility on law enforcement agencies. However, the protection of life and property is a responsibility that cannot be delegated to law enforcement alone. Every citizen must be prepared to accept responsibility if we are to enjoy a safe place in which to live and work.

One suggestion in this document — preparedness — should be emphasized. When one is equipped with an organized plan, most bomb threat problems can be resolved with minimal personal injury and property damage.

By making this “Bomb Threats and Search Techniques” brochure available to selected persons, we in the Missouri State Highway Patrol are attempting to help you help yourself in dealing with bomb threats and the use of explosives for illegal purposes. In the event an Improvised Explosive Device is located in or near your location, the Missouri State Highway Patrol has, upon request, an Explosives Disposal Unit that will respond to any location in Missouri.

## REQUESTS FOR THE UNIT CAN BE DIRECTED TO:

GHQ – Jefferson City  
P.O. Box 568  
1510 East Elm St.  
Jefferson City, MO 65102-0568  
(573) 526-6117 or (800) 796-7000

Troop A – Lee’s Summit  
504 S.E. Blue Parkway  
Lee’s Summit, MO 64063-4351  
(816) 622-0800

Troop B – Macon  
308 Pine Crest Drive  
Macon, MO 63552-1030  
(660) 385-2132

Troop C – St. Louis  
599 South Mason Road  
St. Louis, MO 63141-8550  
(314) 340-4000

Troop D – Springfield  
3131 East Kearney Street  
Springfield, MO 65803-5044  
(417) 895-6868

Troop E – Poplar Bluff  
4947 Highway 67 North  
Poplar Bluff, MO 63901-8719  
(573) 840-9500

Troop F – Jefferson City  
2920 North Shamrock Rd.  
Jefferson City, MO 65102-0568  
(573) 751-1000

Troop G – Willow Springs  
P.O. Box 10, Business U.S. 60-63  
Willow Springs, MO 65793-0010  
(417) 469-3121

Troop H – St. Joseph  
P.O. Box 8580, 3525 North Belt  
St. Joseph 64508-8580  
(816) 387-2345

Troop I – Rolla  
P.O. Box 128, Nagogami Rd. West  
Rolla, MO 65402-0128  
(573) 368-2345

## MORE SAFE EVACUATION TIPS

**1** In a real bomb situation, walls can be your very best friends.

- I. A bomb causes damage three ways: by pressure, heat, and fragmentation.
- II. Unless there is inflammable material in the affected area — or additional incendiaries have been added to the bomb — heat poses the least danger. It will generally be confined to a very small area.
- III. As for bomb fragments or pressure — if you stay behind a thick wall in a “clear” area, it will generally protect you from both of these threats.

**2** Glass can blind or scar people who are a good distance away from the bomb area.

- I. Make sure everyone knows to stay away from windows and other large, glass objects during a bomb scare — even if they are in a “cleared” area.

**3** Just because an anonymous caller tells you a bomb is in one area doesn’t mean the other areas shouldn’t be searched.

- I. Don’t stop looking when you find a bomb — anybody who is crazy enough to plant one could just as easily make it two or three.
- II. Don’t trust the bomb scare caller. Keep searching until every designated area has been covered.

**4** If an area has been securely locked — and you feel sure the bomber couldn’t have gained access — you might feel safe about not searching there. Here, you have to use your own discretion.

**5** If you do decide to evacuate, make sure you evacuate to a place of safety (i.e., a previously chosen, nearby building or meeting room). Make sure the area is sufficiently distant, has sufficient barriers, and is a sufficient size so people will not be in close proximity to glass windows or other large, glass objects that could shatter. Make very sure the caller hasn’t laid a trap for your people. For example, parking lots are discouraged as evacuation locations as they are often targets for larger, secondary devices. Make sure your safe evacuation place really is safe before you take your people there!

## DISCOURAGE BOMB SCARES FROM WITHIN

People make bomb calls for a variety of reasons. In your own organization, employees may want to leave a couple of hours early. Somebody may have a difficult job he doesn’t want to face. Or, somebody may just have a grudge against his superior or against company management.

(If you do suspect a call from within, alert supervisors to watch for people near telephones. They’ll often call in again while the search is going on to find out how things are going or throw in a little extra “scare”.) To discourage this kind of activity within, you should make it a point to inform your people of the local laws and penalties regarding bomb scares.

In many states, bomb scares are punishable by stiff fines or prison terms or both.

## MAKE YOUR PLAN FLEXIBLE

Every situation is going to be different. Every operation or facility is going to be different. Be sure to allow yourself the contingencies needed to handle all bomb scare situations effectively.

## FACTS ABOUT BOMB EXPLOSION POTENTIAL

To most people, “bomb” means that everything blows up—the whole building. To make people feel more comfortable about remaining in their areas during a bomb search, you should provide them with the following information:



**1** A SMALL (up to five pounds) bomb — less than or up to the size of a shoebox or lunchbox — usually will affect the bomb-contained room (unless it is placed against a wall — in which case, both the bomb-contained room and the adjacent room are in danger.) Therefore, if you are out of these two areas, you are probably out of danger.



**2** A MEDIUM (up to 10 pounds) bomb — about the size of a small attache case or large handbag — will affect the adjoining rooms on all sides ... around, above, and below. If you're in Area A, and all the areas around you — on all sides — have called in “clear”, you're probably out of danger. (Here's another chance to emphasize the importance of a responsible search. The plan is only as good as the search personnel.)



**3** A LARGE (up to 50 pounds) bomb — about the size of a large suitcase — will affect two adjoining rooms on all sides ... around, above, and below. You should evacuate the full 300-foot radius for this type, without question.

## Purpose of Calls

The only two reasonable explanations for a call reporting a bomb is to go off in a particular installation are:

**1** The caller has definite knowledge or believes an explosive or incendiary has been or will be placed and he wants to minimize personal injury or property damage. The caller may be the person who placed the device or someone else who has become aware of such information.

**2** The caller wants to create an atmosphere of anxiety and panic which will, in turn, possibly result in a disruption of the normal activities at the installation where the device is purportedly located.

When a bomb threat call has been received, there will be a reaction to it. If the call is directed to an installation where a vacuum of leadership exists or where there has been no organized advance planning to handle such threats, the call will result in panic.

## Panic

Panic is one of the most contagious of all human emotions. Panic is defined as a “sudden, excessive, unreasoning, infectious terror”. Panic is caused by fear — fear of the known or the unknown. Panic can also be defined in the context of a bomb threat call as the ultimate achievement of the caller.

Once a state of panic has been reached, the potential for personal injury and property damage is dramatically increased. Emergency and essential facilities can be shut down or abandoned and the community denied their use at a critical time.



Unattended facilities can lead to destruction of the facility and the surrounding area. Large chemical manufacturing plants, power plants, unattended boilers, and other such facilities require the attention of operating personnel. Not being prepared or not having an organized plan to handle bomb threat calls can result in a lack of confidence in the leadership. This will be reflected in lower productivity or reluctance to continue employment at a location being subjected to bomb threat calls.

## Preparation

Lines of organization and plans must be made in advance to handle bomb threats. Clear-cut levels of authority must be established. It is important that each person handle his assignment without delay and without any signs of fear.

Only by using an established organization and procedures can you handle these problems with the least risk. This will instill confidence and eliminate panic.

In planning, you should designate a control center or command post. This should be located in the switchboard room or other focal point of telephone or radio communications. The management personnel assigned to operate the control center should have decision-making authority on the action to be taken during the threat. Reports on the progress of the search and evacuation should be made to the control center. Only those with assigned duties should be permitted in the control center. Make some provision for alternates in the event someone is absent when the threat is received.



# Evacuation

The most serious of all decisions to be made by management in the event of a bomb threat is whether or not to evacuate the building. The decision to evacuate or not to evacuate may be made during the planning phase. Management may pronounce a carte blanche policy that in the event of a bomb threat, evacuation will be effected immediately. This decision circumvents the calculated risk and gives prime consideration for the safety of personnel in the building. This can result in

production downtime and can be costly if the threat is a hoax. The alternative is for management to make the decision on the spot at the time of

the threat. There is no magic formula which can produce the proper decision.

In the past, the vast majority of bomb threats turned out to be hoaxes. However, today, more of the threats are materializing. Thus, management's first consideration must be for the safety of their people. It is practically impossible to determine immediately whether a bomb threat is real.

Investigations have revealed the targets for "terrorist bombings" are not selected at random. The modus operandi for selecting the target(s) and planting the explosive appears to follow this pattern: The target is selected because of political or personal gain to the terrorist. It is then kept under surveillance to determine the entrances and exits most

used, and when. This is done to determine the hours when very few people are in the building. The idea is that the intent is not to injure or kill people, but to destroy the building. Reconnaissance of the building is made to locate an area where a bomb can be concealed, do the most damage, and where the "bomber" is least likely to be observed.

A test, or dry run, of the plan is often made. After the "dry run", and at a predetermined time, the building is infiltrated by the bomber(s) to deliver the explosives or incendiary device. The device may be fully or partially preset prior to planting. If it is fully set and charged, it is a simple

matter for one or two of the group to plant the device in a preselected concealed area. This can be accomplished in a minimum amount of time. If the device is not fully set and charged, one member may act as a lookout while others arm and place the device. Devices used for the destruction of property are usually of the time-delay type. These devices can be set for detonation to allow sufficient time for the "bomber(s)" to be a considerable distance away before the bomb threat call is made and the device is detonated. The terrorists have developed their plan of attack and the following procedures are suggested to business and industry for coping with bomb threats.

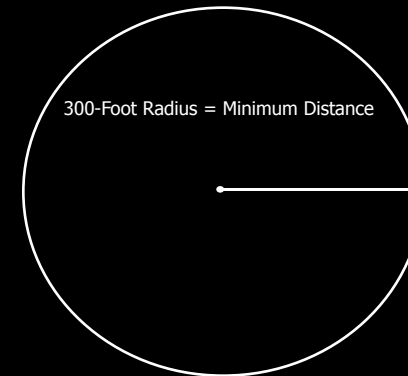


## TO EVACUATE OR NOT?

Upon finding a bomb, the immediate reaction is to want to get away from it — as far and as fast as possible. While this may be correct for the person in whose immediate area the bomb is found, it is not necessarily the safest nor the most practical answer for other personnel.

## WHO IS EVACUATED?

The safest rule of thumb, in most cases, is to evacuate everyone within a 300-foot radius of the bomb. (That's about the length of a football field.) Of course, evacuate doesn't necessarily mean "out of the building". It could simply mean out of the area. This is true especially if there's a relatively safe wall or two to protect you. (It's important to remember that distance and barriers are both good protection from a bomb.)



## WHAT IF AN EMPLOYEE DOESN'T WANT TO SEARCH?

You can't force anyone to participate in a search if he doesn't want to. It's wrong — morally and legally. So, If the employee isn't convinced that the search-and-stay plan is safer than arbitrary evacuation — by all means, let him evacuate. (Or, he may wish to search and then evacuate after he reports in "clear". If that's what he wants, let him do it.) Just make sure every person knows the greater risk often lies in evacuating prior to the search. Making sure there's no bomb under your feet — and then staying where you know there's no bomb — is often much safer than running for the exits.

## THE BOMB SCARE DUTY OFFICER

When you appoint your bomb scare duty officer, he must be given full search responsibility. He must also be delegated full authority to make whatever decisions he deems necessary as a result of that search. He must be fully supported in those decisions by his superiors. For that reason, and to avoid conflict and confusion, it is wise to select your Bomb Scare Duty Officer from upper management. However, if you decide to appoint your safety engineer, insurance and safety officer, or security director (depending upon your organizational structure) as bomb scare duty officer, it is imperative that you make it very clear from the outset his decisions are to be respected and his instructions followed by all personnel.

## WHAT IF NOTHING IS FOUND?

When a bomb scare alert goes out, each person should immediately search his designated area and report to the command post that he has done so and that his area is clear. As each "all-clear" report comes in, the duty officer will simply mark it off on his floor plan (or accompanying check list). In this way, every bomb scare can be handled safely, quickly, and efficiently — with a minimum amount of disruption and/or down-time. When the phony bomb scare caller realizes his phone call hasn't cost you money or caused your business/office to shut down when he calls, he may stop calling.

## IMPORTANT REMINDERS

It is extremely important you tell your people to remain in their areas after they have notified the command post that they are "clear". Office A may be "clear" — but office C may have a bomb in it. And if Person A calls in "clear" and then leaves the safety of his area to enter or pass C, he may find himself in an explosion. With most small, planted bombs, damage is usually confined to the immediate area — i.e., to that one room. And to leave a "cleared" area for an unknown factor is a risk to avoid. So, be sure to emphasize and re-emphasize that after they call in "clear", they are to stay put until or unless notified otherwise. In most cases, staying put is staying safe.

## WHAT IF A BOMB IS FOUND?

If a searcher notifies the command post he has found a bomb (or what he thinks is a bomb), he should be evacuated from his area immediately.

# How To Prepare

**1** Contact the police, fire department, or other local governmental agencies to determine which agency has a bomb disposal unit. Under what conditions is the bomb disposal unit available? What is the telephone number? How can you obtain the services of the bomb disposal unit in the event of a bomb threat? Will the bomb disposal unit assist in the physical search of the building, or will they only disarm or remove explosives?

**2** Establish strict procedures for control and inspection of packages and material entering critical areas.

**3** Develop a positive means of identifying and monitoring personnel who are authorized access to critical areas.

**4** Arrange, if possible, to have police and/or fire representatives meet with members of your staff to inspect the building for areas where explosives are likely to be concealed. This may be accomplished by reviewing the floor plan of the building.

**5** During the inspection of the building, you should give particular attention to elevator shafts, all ceiling areas, restrooms, access doors, crawl space in restrooms and areas used as access to plumbing fixtures, electrical fixtures, utility and other closet areas, space under stairwells, boiler (furnace) rooms, flammable storage areas, main switches and valves (electric, gas, and fuel), indoor trash receptacles, record storage areas, mailrooms, ceiling lights with easily removable panels, and fire hose racks. While this list is not complete, it can give you an idea where a time-delayed explosive or an incendiary

device may be concealed.

**6** All security and maintenance personnel should be alert to suspicious looking or unfamiliar persons or objects.

**7** You should instruct security and maintenance personnel to make periodic checks of all restrooms, stairwells, under stairwells, and other areas of the building to assure that unauthorized personnel are not hiding or reconnoitering or surveilling the area.

**8** You should assure adequate protection for classified documents, proprietary information, and other records essential to the operation of your business. A well-planted, properly charged device could, upon detonation, destroy those records needed in day-to-day operations. Computers have also been singled out as targets by bombers.

**9** Instruct all personnel, especially those at the switchboard, in what to do if a bomb threat call is received. As a minimum, every telephone operator or receptionist should be trained to respond calmly to a bomb threat call. To assist these individuals, a bomb threat call checklist or card similar to the one accompanying this pamphlet should be kept nearby. In addition, it is always desirable that more than one person listen in on the call. To do this, have a covert signaling system, perhaps a coded buzzer signal, to a second reception point. A calm response to the bomb threat could result in getting additional information. This is especially true if the caller wishes to avoid injuries or deaths [continued on next page].

# How To Prepare

If told that the building is occupied or cannot be evacuated in time, the bomber may be willing to give more specific information on the bomb's location.

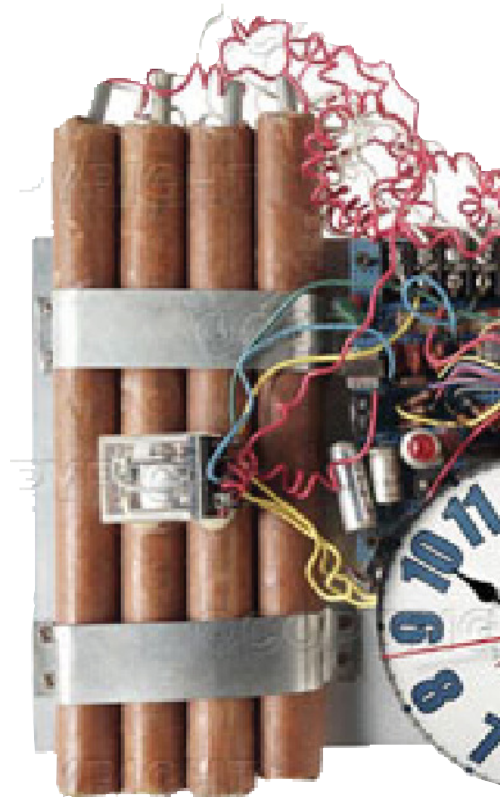
**10** Organize and train an evacuation unit consisting of key management personnel. The organization and training of this unit should be coordinated with other tenants of the building.

I. The evacuation unit should be trained on how to evacuate the building during a bomb threat. You should consider prioritizing the evacuation by floor level. Evacuate the floor levels above the danger area in order to remove those persons from danger as quickly as possible. Training in this type of evacuation should be available from police, fire, or appropriate emergency services personnel within the community.

II. You may also train the evacuation unit in search techniques, or you may prefer a separate search unit. Volunteer personnel should be solicited for this function. Assignment of search warden, team leaders, etc. can be employed. To be proficient in searching the building, search personnel must be thoroughly familiar with all hallways, restrooms, false ceiling areas and every location in the building where an explosive or incendiary device may be concealed. When the police or firefighters arrive at the building, if they have not previously reconnoitered the building, the contents and the floor plan will be unfamiliar to them. Thus, it is extremely important that the evacu-

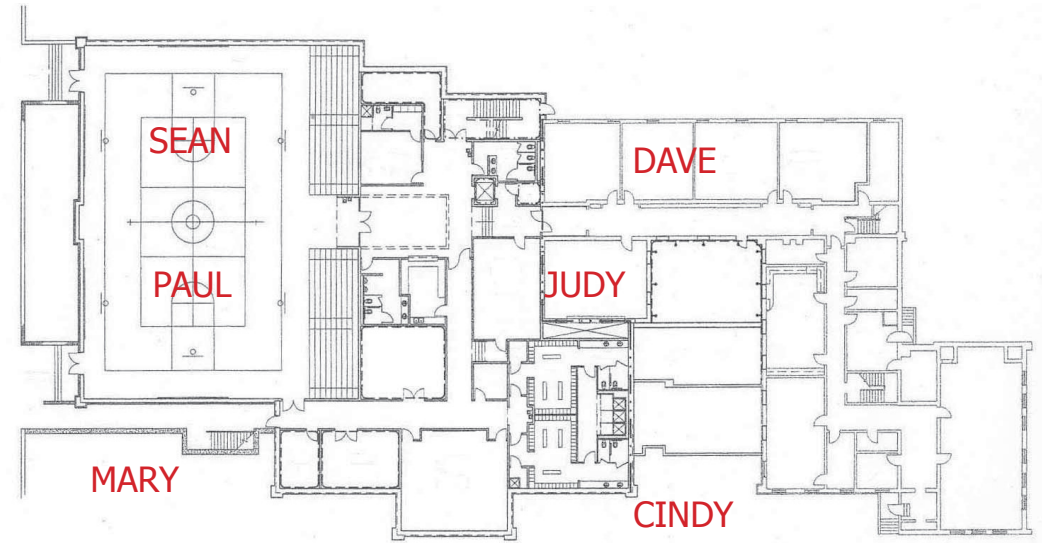
ation or search unit be thoroughly trained and familiar with the floor plan of the building and immediate outside areas. When the room or particular facility is searched it should be marked or the room sealed with a piece of tape and the group supervisor notified.

III. The evacuation or search unit should be trained only in evacuation and search techniques and not in the techniques of neutralizing, removing, or otherwise having contact with the device. If a device is located it should not be disturbed; a string or paper tape may be run from the device location to a safe distance and used later as a guide to the device.



## WHERE TO LOOK

At your first training meeting, each person present should be assigned a specific area of search responsibility. The best way to illustrate this to any group is to have a large, permanent floor plan drawn up — indicating every inch of space and sectioned off into search areas. (You might want to give each area a number, a letter, a color, or a combination of all these. But, whatever your code, make sure it's clear and simple.) At the meeting, identify and show each person his area of search responsibility.



Once the bomb scare plan goes into effect, this coded floor plan should be kept at the side of the designated "bomb scare duty officer." This is the person selected to be in charge of coordinating all bomb searches. His area is generally called the "command post." In addition to specific, individual work areas, there are several other easily accessible "general" areas that should be searched both inside and outside the building.

They are: Near the entrance (inside and out), at the exits (inside and out), on the roof, in the waste receptacles, restrooms, phone booths, storerooms, stairwells, hallways, and even cars parked in close proximity to the building. (Your individual situation may offer even more of these "general" areas — you would be wise to survey and note such possibilities.) Building engineers, custodians, or janitors are the best people to handle a search of these general areas, since they have access to keys and are more familiar with the siderooms of the buildings and the outer perimeters. (You'd be surprised how many areas frequently get searched five or six times, while others are completely ignored. It's the one you miss that can get you!) Just make sure every area gets searched at least once.



## WHAT TO LOOK FOR

As we said before, bombs don't have to look like bombs or tick like bombs. Of course, in the case of an "open bomb" — where the elements are readily visible — inexperienced people can be trained to recognize dangerous devices. But, if the bomb is the "closed" type, it can look like anything.

Bombs have been concealed in cookie boxes, oatmeal boxes, pop cans, paper bags, cloth bags, pipes, letters, hand-delivered packages, socks and other items of clothing, newspapers, carrying cases of all descriptions, and even lunchboxes. A suspicious package or object might be considered suspect for any number of good reasons.



**1** It might actually be labeled with the words "bomb" or "explosive" or "danger, do not open" or "call the FBI" or some other equally-obvious slogan intended to attract attention and frighten the person who finds it.



**2** The bomb might fit the description, or be in the location set forth in the actual bomb threat (i.e., if the caller says there's a bomb in the reception room — and you find a strange package in the reception room — it could very well be a bomb.)

**3** It might be an item considered to be out of place, and nobody knows why or where it came from (i.e., a strange tool box left in the computer room, a taped-up cookie box in the women's lounge, an unclaimed attache case in the reception room, etc.)



**4** It might be emitting strange noises.

So, in telling people what to look for in their search, the general rule is:

**When you're searching for a bomb, look for something "unfamiliar", out of place, or that doesn't belong there.**

**Remember:** Nobody can afford to ignore a bomb scare. If there is a bomb and it does go off, your employees and customers could lose their lives. You could lose your business. Failure to perform a reasonable search — and any deaths or injuries from subsequent explosions — could find management financially liable and charged with criminal manslaughter.

## When A Bomb Threat Is Called In:

- 1** Keep the caller on the line as long as possible. Ask him to repeat the message. Record every word spoken by the person.
- 2** If the caller does not indicate the location of the bomb or the time of the possible detonation, you should ask him for this information.
- 3** Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.
- 4** Pay particular attention to peculiar background noises; such as, motors running, background music, and any other noise which may give a clue as to the location of the caller.
- 5** Listen closely to the voice (male, female), voice quality (calm, excited), accents, and speech impediments. Immediately after the caller hangs up, you should report to the person designated by management to receive such information. Since the law enforcement personnel will want to talk firsthand with the person who received the call, he should remain available until they appear.

## Written Threats

Save all materials, including any envelope or container. Once the message is recognized as a bomb threat, further unnecessary handling should be avoided. Every possible effort must be made to retain evidence; such as, fingerprints, handwriting or typewriting, paper, and postal marks which are essential to tracing the threat and identifying the writer.

While written messages are usually associated with generalized threats and extortion attempts, a written warning of a specific device may be received occasionally. It should never be ignored. With the growing use of voice print identification techniques to identify callers, there may well be an increase in the use of written warnings and calls to third parties.



# Bomb Search Techniques

**1** Do not touch a strange or suspicious object. Its location should be reported to the person designated to receive this information.

**2** The removal and disarming of a bomb or suspicious object must be left to the professionals in explosive ordnance disposal. Who these professionals are and how to contact them for assistance is something that you should include in any bomb threat plan.

**3** All requests for assistance should be directed to one or more of the emergency numbers listed on page three of this booklet. Be sure the telephone numbers for these agencies are included in your plan.

**4** If the danger zone is located, the area should be blocked off or barricaded with a clear zone of 300 feet until the object has been removed or disarmed.

**5** During the search of the building, a rapid two-way communication system is of utmost importance. Such a system can be readily established through existing telephones.

## CAUTION !

The use of radios during the search can be dangerous. The radio transmission energy can cause premature detonation of an electric initiator (blasting cap).



**6** The signal for evacuating the building during a bomb threat should be the same as that used for evacuation in case of fire. The use of a different signal for bomb threats may create unnecessary excitement and confusion during evacuation.

**7** If the building is evacuated, controls must be established immediately to prevent unauthorized access to the building. These controls may have to be provided by management. If proper coordination has been effected with the local police and other agencies, either may assist in establishing controls to prevent re-entry into the building until the danger has passed.

**8** Evacuate the persons to a safe distance away from the building to protect them against debris and other flying objects if there is an explosion. If the building is evacuated, all gas and fuel lines should be shut off at the main valve. All electrical equipment should be turned off prior to evacuation. The decision to cut off all electrical power at the main switch should be made by management with consideration given to lighting requirements for search teams.

**9** During the search, the medical personnel of the building should be alerted to stand by in case of an accident caused by an explosion of the device.

**10** Fire brigade personnel should be alerted to stand by to man fire extinguishers.

**11** Pre-emergency plans should include a temporary relocation in the event the bomb threat materializes and the building is determined to be unsafe.

## PRESENTING THE BOMB SEARCH PLAN

You must make it very clear from the beginning that this is a bomb search and communications plan and not a bomb disposal plan. NOBODY except a bomb disposal expert should ever touch a suspected bomb.

Also, you will find your people much less apprehensive and more willing to cooperate if they understand they are not expected to handle a bomb — but merely to search for it and report their findings. (Actually, the search is probably safer for personnel than immediate evacuation ... but that will be covered later in this book.)

We suggest you print the following legend in big, red letters on the top and bottom of each page in your employee search plan:

**"If you think it's a bomb,  
DON'T TOUCH IT."**

## WHY HAVE AN EMPLOYEE BOMB SEARCH PLAN?

Recent studies have shown that the safest approach to a bomb scare is not immediate arbitrary evacuation. This is because bombers with limited access very often place their devices close to outer entrances and exits. And that means: Instead of moving to safety, evacuating personnel may be moving closer to the bomb. It is therefore advisable in most cases that everybody stay put until the situation is quickly evaluated. The people who can help most in a successful evaluation are the employees themselves.

Why? Because they alone know what does and does not belong in their work areas. Make it clear to your people that

by conducting their own searches, they are actually contributing to their own safety. Bombs don't always look like bombs, or tick like bombs. They can look as innocent as a cookie box, an old hat, or a pair of galoshes. Only the person who works in a specific area every day can tell if the cookie box or the galoshes really belong there — or if they have been placed there by someone bent on destroying lives and property. A stranger conducting the



search simply wouldn't have a chance. But, if each employee covers his own work area — the search, the scare, and the down-time can be handled quickly and efficiently.

# Organizing And Implementing Your Employee Bomb Scare Training Plan

Before you begin to implement any bomb scare procedure, management should meet with all personnel to fully inform them of the reasons for such a plan and the need for their total cooperation if it is to succeed. Present the facts clearly, honestly, and directly.

## KEEP YOUR PEOPLE INFORMED BECAUSE ...

- 1** Without their full cooperation, your plan has little chance of success.
- 2** If they find out about any bomb scare and/or bomb plan from rumor or any other source, not only will you lose face and loyalties — you will may run into a great deal of resistance.
- 3** If you don't fully explain your bomb scare plan to all employees (emphasizing the importance of their cooperation for the welfare and benefit of all concerned), you may also find yourself in violation of the law, union regulations, and good human relations practices.
- 4** If your employees know you have an effective bomb scare plan in operation — one that will keep your business from being seriously interrupted by malicious calls — it could serve as a deterrent to bomb calls from within the company and from disgruntled former employees.

## THE FACTS

- 1** Bomb scares do exist. They are, unfortunately, a fact of life.
- 2** For the safety and welfare of all concerned, each and every bomb scare must be treated as the real thing until proven otherwise.
- 3** Therefore, it is necessary to implement a bomb scare plan — involving the full cooperation of all personnel and insuring (as completely as possible) the protection of all people and property.
- 4** An internal bomb scare plan — one that is carried out by knowledgeable employees — offers the best opportunity for success with the least chance of injury or inconvenience.
- 5** Once implemented, the bomb scare plan will see to it that a phone call won't put everybody out of business.

# Suspicious Object Located

**Note:** It is imperative that personnel involved in the search be instructed their mission is only to search for and report suspicious objects, not to move, jar, or touch the object or anything attached thereto. The removal/disarming of a bomb must be left to the professionals in explosive ordnance disposal. Remember that bombs and explosives are made to explode, and there are no absolutely safe methods of handling them.

- 1** Report the location and an accurate description of the object to the appropriate key personnel. This information is relayed immediately to the control center, which will call the Missouri State Highway Patrol and fire department. These officers should be met and escorted to the scene.
- 2** Place sandbags or mattresses, not metal shield plates, around the object. Do not attempt to cover the object.
- 3** Identify the danger area, and block it off with a clear zone of at least 300 feet — include area below and above the object.
- 4** Check to see that all doors and windows are open to minimize primary damage from blast and secondary damage from fragmentation.
- 5** Evacuate the building.
- 6** Do not permit re-entry into the building until the device has been removed/disarmed and the building declared safe for re-entry.





# Security Considerations

We recognize your responsibility to the public and the necessity for maintaining good public relations. This responsibility also includes the safety and protection of the public. We may well be approaching the point when, in the interest of security and protection of people, some inconvenience may have to be imposed on persons visiting public buildings.

Perhaps entrances and exits can be modified with minimal expenditure to channel all personnel through someone at a registration desk. Personnel entering the building could be required to sign a register showing the name and room number of the person they wish to visit. Employees at these registration desks could contact the person to be visited and advise him that a visitor, by name, is in the lobby. The person to be visited may, in the interest of security and protection, decide to come to the lobby to meet this individual to ascertain that the purpose of the visit is valid and official. A system for signing out when the individual departs could be integrated into this procedure. There is no question that such a procedure would result in many complaints from the public. If it were explained to the visitor by the person at the registration desk that these procedures were implemented in his best interest and safety, the complaints would be reduced.



## Other Security Methods To Consider:



### 1 Installation of closed-circuit television;

### 2 Installation of metal detecting devices;

### 3 Posting of signs indicating the use of closed circuit television or other detection devices.



The above are suggestions — in the final analysis of this complex problem, the decision is yours.



- 1 Handle with care. Don't shake or bump.
- 2 Isolate it immediately
- 3 Don't open, smell, touch or taste.
- 4 Treat it as suspect. Call local law enforcement authorities

### If a parcel is open and/or a threat is identified . . .

#### For a Bomb:

Evacuate Immediately  
Call Police  
Contact Postal Inspectors  
Call Local Fire Department/HAZMAT Unit

#### For Radiological:

Limit Exposure - Don't Handle  
Evacuate Area  
Shield Yourself From Object  
Call Police  
Contact Postal Inspectors  
Call Local Fire Department/HAZMAT Unit

#### For Biological or Chemical:

Isolate - Don't Handle  
Evacuate Immediate Area  
Wash Your Hands With Soap and Warm Water  
Call Police  
Contact Postal Inspectors  
Call Local Fire Department/HAZMAT Unit



# Letter And Package Bombs

## Background

Letter and package bombs are not new. While the latest incidents have involved political terrorism, such bombs are made for a wide variety of motives. The particular form of these bombs varies in size, shape, and components. They may have electric, nonelectric, or other sophisticated firing systems.

## Precautions

Mail handlers should be alert for suspicious looking items. Mail should be separated into "personal" and "business". Although there is no approved standard detection method, the following precautions are suggested:

- Look at the sender's address. Is it a familiar one?
- Is correspondence from the sender expected?
- If the item is from another country, ask yourself if it is expected. Do you have relatives or friends traveling? Did you buy something from business associates, charitable or religious groups, international organizations, etc.?

## If You Have A Suspicious Looking Letter Or Package:

- DO NOT try to open it.
- Isolate it and evacuate everyone in the vicinity to a safe distance.
- Notify local police and await their arrival.

**United States Postal Inspection Service**  
**nationwide toll-free number: (877) 876-2455**

# Buildings — Their Problems

The physical construction of buildings and their surrounding areas vary widely. Following are a few of the problems search teams will encounter.

## Outside Areas

When you search outside areas, pay particular attention to street drainage systems, and manholes in the street and in the sidewalk. Thoroughly check trash receptacles, garbage cans, dumpsters, incinerators, etc. Check parked cars and trucks. Check mailboxes if there is a history of placement in your area.

## Schools

School bombings are usually directed against nonstudent areas. Find out which teacher or staff members are unpopular and where they work. The problem areas in schools are student lockers and the chemistry laboratory.

Student lockers are locked; no accurate record of the combinations is available because students change lockers at will. Every other locker seems to "tick". Alarm clocks, wrist watches, leaking thermos jugs, and mice all make "ticking" sounds. Have the school authorities or police cut off the locks; then search teams should open the lockers. If you cut off the lock you may end up paying for it.

Chemistry labs should be treated with caution. Each year, some student tries to make an explosive mixture or rocket fuel in the classroom, gets scared, and phones in a bomb call. The best procedure is to get the chemistry teacher and ask him to inspect the classroom, lab, and chemical storage areas with you. He will know 90 percent of the items in the lab which leaves only 10 percent about which to worry.

If repeated bomb threats are received at schools in your area, recommend that the school board hold make-up classes on Saturday. This tends to cut down the number of bomb scares.



## Auditoriums, Amphitheaters, And Convention Halls

Buildings including auditoriums, amphitheaters, and convention halls are various sizes. There is the potential for thousands of seats, and each must be checked after a bomb threat. Search teams should canvass every seat on hands and knees, looking for cut or unfastened seats with a bomb inserted in to the cushion or seat back. There may be a stage area with a lot of equipment, or a speaker's platform. Remember to search the area under the stage (possible crawlways, tunnels, trapdoors, dressing rooms, storage areas), sound system, and air-conditioning system. The roof of the building should also be searched, paying close attention to storage rooms or maintenance areas located there. Check all hanging decorations and light fixtures. 13

# Buildings — Their Problems

## Airport Terminals

This structure combines all problems covered under schools, office buildings, and auditoriums, plus outside areas and aircraft.

## Aircraft

The complexities of aircraft design make it unlikely that even the trained searcher will locate any but the most obvious explosive or incendiary device. Thus, detailed searches of large aircraft must be conducted by maintenance and crew personnel who are entirely familiar with the construction and equipment of the plane. In emergency situations where searches must be conducted by public safety personnel without the aid of aircraft specialists, the following general procedures should be used:



**1** Evacuate the area and remove all personal property.

**2** Check the area around the craft for bombs, wires, or evidence of tampering.

**3** Tow the aircraft to a distant area.

**4** Starting on the outside, work toward the plane's interior.

**5** Begin searching at the lowest level and work up.

**6** Remove freight, baggage, and search cargo areas.

**7** Check out restrooms and lounges.

**8** Be alert for small charges placed to rupture the pressure hull or cut control cables. The control cables usually run underneath the center aisle.

**9** With special attention to refuse disposal containers, check food preparation and service areas.

**10** Search large cabin areas in two sweeps.

**11** Check the flight deck.

**12** Simultaneously, search the baggage and freight in a safe area under the supervision of airline personnel. If passengers are asked to come forward to identify and open their baggage for inspection, it may be possible to focus quickly upon unclaimed baggage.

# Buildings — Their Problems

## Elevator Wells And Shafts

Elevator wells are usually one to three feet deep with grease, dirt, and trash. They must be probed by hand. To check elevator shafts get on the top of the car with two six-volt lanterns, move the car up one floor (or part of a floor) at a time, and look around the shaft. Be prepared to find nooks, closets, storage rooms, false panels, walk areas, and hundreds of empty whiskey bottles in paper bags. Don't forget that as you go up, the counterweights are coming down — check them, too. Generally, the elevator machinery is located on the roof. A Word of Caution: Watch for strong winds in the elevator shaft. Don't stand near the edge of the car.

## Handling Of The News Media

It is paramount all inquiries by the news media be directed to one person appointed as spokesman. All other persons should be instructed not to discuss the situation with outsiders, especially the news media.

The purpose of this provision is to furnish the news media with accurate information and see that additional bomb threat calls are not precipitated by irresponsible statements from uninformed sources.

## Additional Information

If additional information is needed, you can contact any of the following:

Federal Bureau of Investigation (FBI)  
Explosives Unit Bomb Data Center Room 3918  
935 Pennsylvania Avenue Northwest  
Washington, D.C. 20535-0001

Alcohol, Tobacco, and Firearms  
Distribution Center  
P.O. Box 5950  
Springfield, VA 22150-5950  
(703) 455-7801  
[www.ATF.gov](http://www.ATF.gov)

(Request a copy of ATF publication number 7550.2)